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PD-26885

PD Information

PD Number	000M359	Master	<input type="checkbox"/>
Position Title	Government Information Specialist	Cloned from Master	<input checked="" type="checkbox"/>
Servicing HR Office	Central Office	Standard	Regional
Service/Staff Office/Region		Owner	Charlotte Watson
PD Status	Active	Series	0306
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	11	FPL	12
Position Status	Competitive Service (1)	FLSA	Non-Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	N/A
Drug Test	Position does not require drug test (L)	Occupational Category Code	Administrative (A)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	
Legacy - Classified By		Capstone Official	<input type="checkbox"/>
Classified By	Manuela Martinez	Classified On	5/9/2013
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

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National Classification Center 5-9-13 Moderate, MBI, Tier 2, SF-85P

Position Description #000M359

Date Classified: 5-9-13

Government Information Specialist, GS-306-11

This position is located in the General Services Administration (GSA), Office of Administrative Services (OAS), working at Central Office or within a designated geographic location within a region. In this capacity, serves as a Government Information Specialist responding to a variety of requests for information through the Freedom of Information Act (FOIA) and Privacy Act. The full performance level of the position is GS-12.

Major Duties

Applies a wide range of analytical methods to assess and improve the effectiveness and management of assigned FOIA and PA processes, projects and systems as well as to respond to a myriad of requests for information. Provides input and recommendations regarding projected operations, significant trends, and recurring problems to the GSA/OAS leadership.

Coordinates the preparation of responses to requests for agency information and records filed under the FOIA. Uses knowledge of the FOIA and implementing regulations and precedents to discern whether the agency's response is adequate, complete, and in compliance with all regulatory requirements. Provides training and technical guidance to designated program offices on the preparation of FOIA responses and the interpretation and application of FOIA and PA requirements.

Reviews incoming requests, imposes due dates, tracks progress in the preparation of timely responses, provides technical guidance on style and format issues, reviews and edits responses to ensure appropriate concurrences are obtained and deadlines met. Coordinates with legal and program experts within his/her designated geographic location or region in order to resolve complex technical issues. Takes the initiative to troubleshoot and resolve technical problems.

Recommends new ways to employ information technology to improve the quality and timeliness of agency correspondence. Reconciles disputes among subordinate organizations on the appropriate handling of FOIAs.

Assembles and organizes information from a variety of sources, reviews information, reconciles conflicting data, and recommends new or modified methods to respond to FOIAs or PA requests. Participates in the development of proposals based on data analysis.

Analyzes requests for GSA information under the FOIA and responds to such requests to access GSA records. Coordinates and consults with program officials regarding any concerns about releasing requested records. Determines whether the FOIA exemptions to compulsory disclosure will address program concerns about release, entirely or in part, and whether fees will be charged, reduced or waived in responding to requestors. Makes recommendations to the delegated Initial Denial Authority designated by the Director or supervisor, to grant or deny official

requests to obtain information from, GSA records and automated systems. Recommends proper disposition of non-GSA requests, and with concurrence from supervisor, transfers them to proper agency (ies).

Implements the GSA procedural guidance for interpretation and execution of information access laws and regulations regarding FOIA and For Official Use Only (FOUO) matters. Specifically, manages the process of receiving requests for information, assigning an action officer to respond, review the response, obtain legal guidance or review as appropriate, issues timely correspondence to the requestor, approves any time extensions, if applicable, and tracks the progress of the response throughout the process.

Provides technical and administrative oversight concerning GSA documents, actions, policies, procedures, and database entries for designated subordinate activities and/or regional operating organizations. Coordinates closely with GSA attorneys to ensure timely legal review of appropriate cases. Screens material prior to release to ensure that documents are releasable and do not conflict with the exemptions of the FOIA/PA. Ensures adequate searches have been performed and proper certifications are completed for "no records" findings.

Handles or assists in the development of a variety of reports pertaining to FOIAs.

Performs other related duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION FL 1-7 1250POINTS

Knowledge of the Freedom of Information Act (FOIA) (5 U.S.C. 552) and the Privacy Act (PA) (5 U.S.C. 552a), as well as other applicable information access laws, pertinent court cases decided under authority, and organizational policy in order to effectively analyze records and make independent determinations as to what records, portions of records, or information may be released or withheld from the public.

Knowledge of the Federal laws and regulations, Executive Orders and agency directives and guidelines pertaining to designated FOIAs, and GSA compliance provisions, including the ability to assess potential problems and to formulate recommendations regarding additional studies and alternative actions.

Knowledge of qualitative and quantitative techniques to analyze the effectiveness and efficiency of assigned FOIA and PA programs and operations, specifically management objectives and issues relevant to organizational goals.

Knowledge of the GSA organizational structure, policies and operational procedures, terminology, programs, functions, filing systems, and records management and storage procedures to analyze, evaluate, locate and identify records respond to requestors or to make referrals as appropriate.

Skill in analyzing complex appeals for information withheld under FOIA and evaluates the merit of the appeals for information withheld.

Skill in preparing clear, concise, and defensible written conclusions on complex FOIA matters for members of the public or media, taking into consideration the varying levels of comprehension. Skill in oral communication in order to explain in an effective and clear manner the determinations made regarding the release of information and the Freedom of Information Act policies.

Skill in interpersonal relations required to present determinations, recommendations, in written correspondence either to the public if information is released that was previously withheld, or the General Counsel if a recommendation is made to continue to withhold the information and conduct formal meetings in a concise and professional manner.

FACTOR 2, SUPERVISORY CONTROLS FL 2-3 275 POINTS

The supervisor makes assignments in terms of work objectives and priorities. Within applicable parameters, the employee is responsible for planning, organizing work assignments and coordinating with other agency/organization staff as required to obtain, release, or deny records of information. He/she plans, schedules and coordinates with others to ensure timely response requirements of the FOIA are met. The employee independently interprets regulations, applies new methods and informs the supervisor of potentially controversial findings, issues or problems with widespread impact. Completed work is reviewed for compatibility with FOIA/PA goals, guidelines, deadlines and effectiveness in achieving assigned objectives.

FACTOR 3, GUIDELINES FL 3-3 275 POINTS

The guidelines consist of standard reference material including office procedures, GSA policy, and FOIA/PA regulations. In order to determine the nature and scope of a particular FOIA/PA question and/or issue, the employee uses judgment in choosing, interpreting

or adapting the available guidelines to the specific FOIA request on a case by case basis. Because of the unique nature of each FOIA/PA request, the employee uses judgment in researching, choosing, adapting, and applying the regulations to each specific situation.

FACTOR 4, COMPLEXITY FL 4-4 225 POINTS

The work involves a wide range of analytical and technical duties pertaining to GSA activities and disciplines in order to respond to a myriad of FOIA/PA requests. The work assignments frequently involve the solution of complex problems or issues. The work requires extensive research, analysis, evaluation, cross-checking and interpretation of information gathered in order to properly and timely respond to a plethora of FOIA requests received agency-wide. The employee independently evaluates and takes appropriate action/approach in dealing with specific program areas, issues and the individuals involved for each FOIA request. The employee considers each package to determine what rules and procedures are applicable, what special significance may be attached, if any unusual deadlines are involved, and what data must be drawn from what sources. To accomplish the assigned tasks, the incumbent must take into account the need to maintain close contact with many offices and the need to eventually integrate the work of these offices into one product, and the necessity to compare this work with stated objectives so that goals are met, all this within very short time frames.

The FOIA law requires release upon request from any person all responsive records in an agency's possession unless the records (or portions of records) fall within one or more narrowly construed exemptions. As a result, successful response to each individual FOIA request involves multiple levels of coordination with subject matter experts in multiple disciplines working for various organizations within a compressed time period.

FACTOR 5, SCOPE AND EFFECT FL 5-3, 150 POINTS

The purpose of the work is to effectively and timely respond to a variety of FOIA/PA requests within Central Office or a designated Region. Such work ensures GSA's compliance with the FOIA requirements to include GSA procurement documents, actions, policies, procedures, and database entries. The program is a frequent source of information for the public, the media, contractors, public interest organizations and Congress.

FACTORS 6/7. PERSONAL/PURPOSE OF CONTACTS FL 3C 180 POINTS

Maintains extensive contact and coordination with employees within the GSA, Department of Justice, and other Federal and civilian agencies.

Personal contacts are with co-workers in the office, attorneys, and employees throughout the GSA within his/her designated geographical area(s) and Central Office; FOIA specialists throughout the Federal Government; as well as limited access to Congressional committees and staffs; and the public, including the news media, law firms, researchers, public interest organizations, businesses, and private citizens. Typically, contacts are unscheduled and take place in scheduled meetings, conferences, briefings, mail and electronic mail, or by telephone.

Typically, contacts are initiated to research criteria, gain information regarding specific issues, explain and/or clarify goals and objectives, exchange and provide information to a variety of individuals, and influence management officials in accepting and/or implementing findings and recommendations. The employee may encounter resistance due to such issues as organizational conflict, competing objectives, resource problems, etc. Additionally, the contacts are to provide interpretation, guidance, and advice on policies and procedural requirements as well as to maintain awareness of the status of preparation of responses to FOIA requests. Such contacts include high-ranking military and civilian managers in order to gain compliance with the provisions of the Freedom of Information Act/Privacy, exchange information, compile or confirm information; seek legal review of FOIA requests; and to negotiate, clarify or modify the nature and scope of requests. At times, provides technical assistance to the Public Affairs Office (PAO) in explaining complex matters or why certain decisions, possibly controversial, were made in specific FOIA requests.

FACTOR 8. PHYSICAL DEMANDS FL 8-1 5 POINTS

The work is primarily sedentary, although some light physical effort may be required.

FACTOR 9. WORK ENVIRONMENT FL 9-1 5 POINTS

Work is typically performed in an adequately lighted and climate controlled office. Some travel is required to other Government buildings.

Total points: 2365
GS-11 Range: 2355 - 2750.

References: Position Classification Flysheet for Government Information Series, 0306, dated March 2012 and Administrative Analysis Grade Evaluation Guide, dated August 1990.

Final Classification Determination: Government Information Specialist, GS-0306-11.

Fair Labor Standards Act (FLSA) Determination: Nonexempt

FLSA EVALUATION

Administrative Exemption:

Met - Primary duty consistent with 5 CFR 206 (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND

Not Met - Job duties do not require exercise of discretion & independent judgment.

Met- The employee's work is intellectual and varied in nature.

Comments/Explanations: The incumbent performs non-manual work directly related to the management or general business operations of the employer or its customers), BUT job duties do not require regular exercise of discretion & independent judgment.

At the GS-11, the employee is not at the full performance level. It does not regularly use independent judgment concerning discretionary releases of information. The employee is expected to check with his/her supervisor or higher grade specialist on any issues which are unprecedented, highly complex, or have the potential to have significant impact on the Program.

FLSA Determination: NONEXEMPTAdditional
Description

Created By Charlotte Watson, 5/9/2013 1:11 PM Last Modified By Charlotte Watson, 5/9/2013 1:30 PM

PD History**5/9/2013 1:30 PM**

User	Charlotte Watson
Action	Changed Public Trust Indicator from Level 1 - Low Risk (1) to Level 5 - Moderate Risk (5) . Changed Description .

5/9/2013 1:11 PM

User	Charlotte Watson
Action	Created.

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